

Change Emergency Contacts Information

Description

Task: Add or update your emergency contacts in your worker profile.

Who Perform this Task?: All employees.

To add emergency contacts to your worker profile....

1. From the Home page, click the **Personal Information** worklet.
2. Click the **Emergency Contacts** hyperlink.
3. Click the **Add** or **Edit** button to enter information
4. In the **Primary Emergency Contact** section, click **Edit**  or the **Plus**  icon to enter or modify your emergency contacts including :
 - Legal Name
 - Relationship
 - Preferred Language
 - At least one method of contact (e.g., Primary Address, Primary Phone, Primary Email, etc.)
5. Click the **Done** button after entering information in a section.
6. Repeat steps 4 – 5 for each section you want to enter information.
7. If you have an alternate emergency contact, click **Edit**  or the **Plus**  icon in the **Alternate Emergency Contacts** section to modify or add the alternate contact information.
8. Click the **Done** button after entering information in a section.
9. Repeat steps 7 – 8 for each section you want to enter information.
10. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

NOTE: Return to the Emergency Contacts page in your profile to update the information.

11. Click the **Done** button.
12. The System Task is complete.